

PROJECT ASSISTANCE COMPLETION REPORT
USAID Grant Agreement
#515-024-G-00-2133-00

LEGISLATIVE DEVELOPMENT PROGRAM
Costa Rica

I. PROJECT HISTORY

One of the oldest democracies in Latin America, Costa Rica has long been concerned with developing and strengthening the capabilities of its legislative branch. In the early 1970's, USAID began to assist in the effort with a program which resulted in the publication of an index of all legislation approved from 1948 to 1970. USAID also assisted the Legislative Assembly in the creation of a Technical Services Department to provide staff support to the various legislative committees.

In 1986, the Legislative Assembly organized a seminar which focused on the need for an on-going legislative development program. Later that same year, and again in 1987, several key Costa Rican legislators participated in a series of seminars organized throughout Central America by the Consortium for Legislative Development and funded by USAID. The Consortium consisted of the Center for Democracy, the State University of New York at Albany, and Florida International University.

In September 1987, a delegation of Costa Rican legislators participated in the second Conference on Parliamentary Democracy in Strasbourg, France, through a program funded by USAID. And in 1989, the Assembly developed a Proyecto de capacitación y reorganización en la estructura administrativa de la Asamblea Legislativa with financial support from USAID and technical assistance from the Central American Institute for Business Administration (INCAE) and Florida International University, a Consortium for Legislative Development partner.

The Assembly's current legislative development program began in 1992 with the adoption of the Master Plan for the Development and Modernization of the Legislative Assembly and the formation of the Modernization Commission. The Master Plan was developed over an eleven-month period by a special multipartisan committee of deputies, who were later appointed by the President of the Assembly to serve as the first members of the Modernization Commission. Technical assistance for the project was provided by the USAID-supported Consortium for Legislative Development.

Effective February 13, 1992, USAID affirmed its continued support for the Legislative Assembly's modernization efforts by approving a three-year contract in the amount of \$1,994,895 with the Center for Democracy to "strengthen support systems of the Costa Rican legislature in order to facilitate more efficient processes for the development and passage of legislation". In February, 1995, the program was extended for one additional year at a cost of \$766,599.

II. GOALS, ACCOMPLISHMENTS, AND OBSERVATIONS

The Assembly's Master Plan for Development and Modernization identified six major goals. The principal accomplishments of the legislative development program as they relate to these original goals are as follows:

A. GOAL: INSTITUTIONALIZATION OF THE LEGISLATIVE DEVELOPMENT PROCESS

By establishing the Modernization Commission in 1992, the Legislative Assembly institutionalized the legislative development process and ensured that the needs of the Assembly would be evaluated and met on a continuing basis. Since its inception, the Center for Democracy has assisted the Modernization Commission by providing the technical support needed to identify goals, to set priorities, and to develop and implement numerous project activities.

1. ACCOMPLISHMENTS:

- a. A Master Plan for the Development and Modernization of the Legislative Assembly;
- b. A permanent, multi-partisan Commission on Modernization and Legislative Development;
- c. Annual work plans describing project activities and establishing priorities;
- d. Bi-monthly meetings and quarterly progress reports; and
- e. An agreement to co-finance specific training and legislative technical assistance programs.

2. OBSERVATIONS:

The Modernization Commission is now entering its fifth year of operation and, though its role has evolved with each new President, it has survived four different legislatures and one complete change in government. The Commission is now responsible for initiating and overseeing virtually all legislative development activities.

For the past three years, the Vice President of the Legislative Assembly has served as President of the Modernization Commission. This has been helpful in ensuring that the Legislative Directorate is aware of and supportive of the activities undertaken by the Modernization Commission. Because the leadership of the Legislative Directorate changes each year, however, a period of time is generally needed to bring the new Vice-President up to date on the status of the Modernization Committee's many projects.

Though not required by USAID's contract with the Center for Democracy, the willingness of the respective Legislative Directorates to "match" the Center's contribution dollar-for-dollar for specific program activities has helped stretch the funds available for legislative development.

By investing in legislative modernization, the Assembly has not only demonstrated its commitment to the project, but has also established a precedent which helps ensure that funding for similar activities will be included in future budgets. In the past two years, the Legislative Assembly has provided matching cash contributions of 90% of the cost of the Legislative Exchange Program with the Texas Senate (\$36.000); 50% of the CICAP "short courses" (\$41.104); 50% of the UCR Master's Program in Legislative Studies (\$28.726); 50% percent of the Legislative Studies Fund (\$35.000); 50% of the Congressional Fellows Program (\$12.000); 40% of the budgeting study (\$8.000); and 50% of several computer training programs (\$) for a total cash investment of \$.

This figure does not include approximately \$1.5 million worth of software, computer equipment, and related peripherals, which the Assembly purchased on its own during the same two-year period.

B. GOAL: STRENGTHENING THE ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE ASSEMBLY

To improve both administrative and legislative operations, the Legislative Directorate, the Modernization Committee and the Secretary General have periodically evaluated various aspects of the organizational structure of the Legislative Assembly. The Center for Democracy has provided direct technical assistance with respect to some of the resulting activities and has arranged for outside experts to provide support in others.

1. ACCOMPLISHMENTS

- a. **Technical assistance** from the Texas Legislature and the U.S. Information Agency, and a **\$25.000 computer equipment grant** from DELL Computer Corporation to automate and up-grade the legislative library;
- b. **Technical support** and a **\$5.000 donation of supplies and equipment** from the Texas Senate to establish a Media Services Department;
- c. Technical assistance in drafting proposed new internal **"Rules of Order"** for the Assembly;
- d. A **comprehensive report and recommendations** on the role of the Legislative Assembly in the **Costa Rican budget process**;
- e. Two **study tours** of the U.S. Congress and various state legislatures (10 Deputies and staff);

- f. Three **Legislative Fellowships** with the Michigan State Legislature and Michigan State University (Assembly staff economists);
- g. A comprehensive **report and recommendations on security** in the Legislative Assembly; and
- h. **New publications**, including:
 - **Legislative Procedures Manual**
Marina Ramírez Altamirano
411 pages/1000 copies published
 - **Protocol of Legislative Procedures**
Sergio Vinocour Fornieri
188 pages/800 copies published

2. **OBSERVATIONS:**

With but few exceptions, the Assembly's most impressive gains in efficiency and effectiveness in the past four years have come more from computerization and staff training than from any fundamental change in the organizational structure of the body, itself.

In Costa Rica, all 57 Deputies of the Legislative Assembly are elected at the same time, serve for a single four-year term, and cannot be re-elected for at least another four years. By tradition, a new President of the Assembly is elected and new committee chairpersons are appointed each year.

Making tough decisions on structural changes which impact public employees is difficult under the best of circumstances, but, given the constantly changing leadership in the Assembly, following through on those decisions is even more difficult.

In 1991, when total employment stood at about 500, a Klynveld Peat Maarwick Goerdler (KPGM) management study recommended changes in the organizational structure of the Assembly and called for a reduction-in-force of at least 60 employees. No action was taken on the proposed reduction-in-force.

Three years later, an up-dated report presented to the Modernization Commission found that employment in the Assembly had climbed from 500 to over 850. The second study proved so controversial that deputies finally concluded that the only way to make progress in other important areas was to remove the subject of administrative re-structuring from the Modernization Commission's agenda.

While this example illustrates the difficulty of making substantive changes in the structure of the Assembly, particularly where staff reductions are involved, the incidence actually served to help advance the work of the Modernization Commission. By agreeing to operate on a "consensus only" basis, the deputies found that there were still many institutional needs on which they could all agree. From that point on, meetings progressed much

more quickly and proved far more productive. Gains made in the areas of staff training and legislative technical assistance are largely attributed to the Commission's new spirit of collaboration once an agreement had been made not to enter the area of administrative reform.

Though progress can certainly be claimed, substantive improvement in legislative procedure has also proven difficult to come by. In 1993, the Center for Democracy completed work on the Costa Rican Assembly's first-ever Manual of Legislative Procedure. This important book codified legislative procedures in the Assembly and gave deputies equal access to the "rules of the game". But, the manual reflected only actual procedures. It did not recommend ways that those procedures could be improved.

Lic. Danilo Chaverri, then President of the Legislative Assembly, received the manual with many kind words, but then asked the Center's help in developing entirely new rules of order. Marina Ramírez, a consultant to the Center, headed a team of experts and, in three months, presented proposed new rules to the Assembly. These are now the subject of great attention. Lic. Antonio Alvarez, the Assembly's current President, has made passage of a new **reglamento** a priority of his Administration. His proposal is based on the Ramírez/Chaverri draft and is expected to be voted upon prior to the end of his term in May of this year. If the new rules are not approved at that time, however, it is unlikely that the issue will be re-opened until after the presidential elections in 1998.

C. GOAL: DEVELOPMENT OF TRAINING AND EDUCATIONAL OPPORTUNITIES

Legislatures are only as effective as their deputies and staff. Often, the job of legislating demands knowledge of unique skills and concepts not learned in the course of normal educational or career experiences. Special training and exposure to other legislative systems and techniques can have an important impact on the quality and effectiveness of legislative activities.

One of the principal objectives of CFD's legislative development program has been to create opportunities for deputies and staff to upgrade their legislative and administrative skills. The experience of the past several years underscores the need to make internships, legislative exchanges, study tours, specialized training, and advanced education, an on-going program within the legislature.

1. ACCOMPLISHMENTS:

- a. A **diagnostic study** of the training and educational needs of Legislative Assembly deputies and staff by the Central American Institute for Business Administration (INCAE);
- b. Two **"New Deputy" Orientation Conferences** (53 Legislators);
- c. Twenty-five **seminars and workshops** (854 participants - see Appendix 1);
- d. Forty-seven **university courses** (940 participants - see Appendix 2);

- e. Latin America's first **Master's Degree Program in Legislative Studies** through the University of Costa Rica (22 participants - Appendix 3);
- f. Two **post-graduate scholarships** in Political Science at Southwest Texas State University;
- g. A **Legislative Exchange Program** between the Legislative Assembly and the University of Costa Rica, and the Texas Senate and the University of Texas' Lyndon B. Johnson School of Public Affairs (13 participants);
- h. A **Congressional Fellowship Program**, with the offices of Members of U.S. Congress (5 legislative staff);
- i. A **Legislative Internship Program** for advanced students from the University of Costa Rica and various U.S. universities (40 participants);
- j. Three **Legislative Study Tours** of the U.S. Congress and state legislatures (14 Deputies and staff);
- l. **New publications, including:**
 - **Legislative Committees with Plenary Power**
Hugo Alfonso Muñoz Quesada
274 pages/1000 copies published
 - **Congressional Oversight**¹
Alex Solís Fallas
304 pages/1000 copies published
 - **Ethics in Public Service**
Marina Ramírez Altamirano
135 pages/500 copies published
 - **The Language of the Law**
Carmen Ma. Valverde Acosta
73 pages/1000 copies published
 - **The Style of the Law**
Alberto Barahona Novoa
María Quesada Vargas
Marta Rivera Chacón
María Rosa Solano Solano
129 pages/850 copies published
 - **Techniques of the Law**
Hugo Alfonso Muñoz Quesada
250 pages/500 copies published

¹

Winner of the 1995 Aquileo J. Echeverría Prize, Costa Rica's highest award for a published work in this category.

- **The Constitution of Costa Rica**
(Annotated and Concordant with Rulings
of the Supreme Court)
Jorge Córdoba Ortega
Elena Fallas Vega
Marina Ramírez Altamirano
Gloria Valerín Rodríguez
950 pages/500 copies published
- **In Search of a New Local Government**
Seminar Proceedings/September, 1994
135 pages/500 copies published
- **Manual for Secretaries to Members of Congress**
Grenz Silene Calvo Camacho
82 pages/300 copies published
- **Congressional Oversight Manual**
Alex Solís Fallas
68 pages/500 copies published

2. **OBSERVATIONS:**

Prior to introduction of the legislative development program in 1991, the Costa Rican Legislative Assembly had allocated, but only rarely expended funds for staff training and development. One of the most significant legacies of this program will be an awareness at every level of the Assembly of the importance of providing training on educational opportunities for deputies and staff. And, the mechanism is in place to enable smooth and swift delivery of these services.

The turnaround began in late 1993 with a thorough diagnostic report on the needs of the Legislative Assembly in the area of education and training. That document has since been up-dated annually by the Assembly's Department of Human Resources.

Wherever possible, training activities have been channelled through the University of Costa Rica's Center for Research and Training in Public Administration (CICAP). This procedure relieves Human Resources personnel from the need to organize the details of every course offering and develop separate contracts for a host of service providers. It also serves to strengthen and institutionalize the tie between the Legislative Assembly and Costa Rica's premier university.

Participation in the programs has been very strong. There are always more applications than there is space available. One reason is that the courses are designed so that participants earn civil service points which lead to salary increases, but the courses are also pertinent to the staff's work in the Assembly and great care is taken to find professors that have substantive legislative experience in addition to the appropriate academic credentials.

Legislative exchange programs and Congressional Fellowships are easily the most popular activities. Last January, the Center for Democracy arranged and co-funded five Congressional Fellowships in Washington, D.C., three Legislative Fellowships in Michigan, and two Legislative Exchanges with the Texas Senate. Within a week the Center's director in San José received a resolution from the Assembly's Legislative Directorate expressing appreciation for the support and requesting help in developing more such opportunities, "with or without co-funding!"

With respect to the development of publications, it should be noted that the issue never arose until plans were being made for the first series of "short" courses and seminars. Only then did it become apparent that there were no texts or other written materials, in either Spanish or English, in any of the areas in which legislative training was needed. In virtually every case, the books and manuals developed by the Center came about as a result of the need for text material for the various courses that have been offered.

Only two or three of the authors have actually been paid for their work. The rest have been glad to help out and are very pleased just to receive a few copies of their publications for friends and family.

D. GOAL: IMPROVEMENT OF INSTITUTIONAL LINKAGES

Open lines of communication, access to information, and "outside" technical expertise in support of the decision-making function of the legislature are critical determinants of legislative effectiveness. A major objective of the Center's legislative development project is to establish linkages and improve communications between the Legislative Assembly, other national and international institutions, and the Costa Rican public.

1. ACCOMPLISHMENTS:

- a. **Program for Legislative Development (PRODEL)**, an on-going program of advanced research and specialized legislative assistance which links the Legislative Assembly and subject experts through the University of Costa Rica and other national and international institutions of higher education (see Appendix 4);
- b. **Technical assistance** and a **\$36,000 computer equipment donation** from DELL Computer Corporation to develop a network of legislative liaison offices in each of Costa Rica's Ministries and independent agencies;
- c. **A feasibility study for a "Parliamentary Radio"** broadcast station within the Legislative Assembly;
- d. **Strong working relationships between the Assembly's Legislative Library, the Congressional Research Service (CRS) in Washington, D.C., and the Texas Legislative Library; and**

e. **New publications, including:**

- **The Making of Law in Costa Rica**
Ricardo Aguero Salazar
29 pages/3000 copies published
English Translation:
29 pages/300 copies published
- **The Legislative Assembly of Costa Rica and its Deputies:
1994-1998**
Alexander Chacón V.
Alexander Chavarría B.
Kathleen McGowan
84 pages/1500 copies published
- **Directory and Guide to the Legislative Assembly**
Ronny Rodríguez Chang
70 pages/800 copies published
- **Welcome to the Legislative Assembly!**
(Children's book)
Ronny Rodríguez Chang, Tyson Overton
70 pages/800 copies published
- **Directory of Specialists: University of Costa Rica and National
University Holders of Doctoral Degrees**
568 pages/300 copies published

2. **OBSERVATIONS:**

The Center for Democracy's principal project during the contract extension period has been the creation of the **Program for Legislative Development (PRODEL)**, approved by the Modernization Commission and ratified by the Legislative Directorate in September, 1994.

PRODEL links the Legislative Assembly to the resources of the University of Costa Rica, through the Center for Research and Training in Public Administration (CICAP). The program provides high-level technical assistance to legislators in developing legislative studies and drafting proposed bills. Topics studied by PRODEL must be of national transcendence and require a high level of specialization. At the specific request of a Deputy, and with the approval of the Modernization Commission, PRODEL also organizes seminars, workshops and conferences, and produces publications of legislative interest.

PRODEL coordinates its activities with the Modernization Commission and the Assembly's Department of Technical Services. Upon receipt by the Modernization Commission, a Deputy's request for assistance is assigned to an upper-level university student, who, under the supervision of one of PRODEL's senior advisors, conducts a detailed background study of the issue. With the approval of the Modernization Committee and the respective deputy, PRODEL contracts a consultant or group of consultants to draft the proposed bill of law. The consultants are recognized experts

in their fields and are selected from a university data base developed by PRODEL. These experts are paid from a legislative studies fund which consists of equal contributions from the Legislative Assembly and the Center for Democracy.

The average legislative study requires four to six weeks to be developed and a proposed bill, about eight weeks. The average consulting fee paid by PRODEL is \$1,000.

To date, PRODEL has received a total of 48 requests: 5 for seminars, 9 for legislative studies, 30 for proposed bills and 4 for publications from twenty-seven different Deputies.

Upon termination of the Center's contract with USAID on March 31, 1996, the PRODEL function will be continued under an agreement with the University of Costa Rica and the Interamerican Institute of Human Rights.

The network of legislative liaison officers, which was begun with the help of the Center for Democracy, will also be continued under the direction of the Costa Rica's Vice Minister of Information.

E. GOAL: INFORMATION SYSTEMS DEVELOPMENT

1. ACCOMPLISHMENTS:

In 1992, the Legislative Assembly purchased and began installation of an integrated 110-node Legislative Information System (SIL) with Banyan-Vines software. The system has since expanded to include the offices of the 57 deputies and all the legislative offices. There are now about 325 personal computers linked in to the system. Data bases and on-line services available through the SIL network include the Daily Legislative Calendar, Plenary and Committee Minutes, Legislative "e-mail", Current Law (SLV), Bill Analyses, National Registry Data, Finance Ministry information, National Socio-Economic Statistics, INTERNET and Legislative Library Services.

- a. Acquisition and installation of a \$135,782 state-of-the-art **imaging system** for the Assembly's Department of Archives;
- b. A supplemental USAID grant of \$21,899 to provide **computer access to INTERNET**, an international network of over 20,000 data bases, including the U.S. Library of Congress;
- c. A supplemental USAID grant of \$90,112 to purchase **twenty-seven "486" microcomputers** and related equipment to enable the Assembly to incorporate the Department of Committees into its integrated SIL network;
- d. Software and technical assistance to establish a computer link to the Costa Rican Attorney General's **Data Base of Current Law**;

- e. Technical assistance in planning and developing **bid specifications** for \$1.9 million, non-reimbursable loan from the **InterAmerican Development Bank (IDB)** to complete the "computerization" of the Legislative Assembly;
- f. Eleven courses and 8.116 hours of **specialized computer training** (272 participants - see Appendix 5); and
- g. **New publications, including:**
 - **INTERNET for Legislative Users**
Joanne and Gilbert Fuentes
106 pages/1000 copies published
 - **Excel 5.0 for Legislative Users**
Departament of Human Resources
Legislative Assembly of Costa Rica
72 pages/400 copies published

2. **OBSERVATIONS:**

During the period 1992-1996, the Legislative Assembly moved from an age of electric typewriters and mimeograph machines to the era of personal computers and laser printers. Today, deputies and staff have direct access to sophisticated LAN, which enables communication via "e-mail" and provides access to some fifteen different legislative data bases.

So for this transformation has been funded largely by the Legislative Assembly, itself. The Center for Democracy's contribution, including USAID's supplemental grant, though certainly important, has totalled less than \$300.000.

Still, much remains to be done. Almost all the new equipment has been dedicated to the legislative side of the Assembly. The administrative offices have yet to be included in the network.

The IDB's new project will focus on the development of an integrated Legislative Administration System (SAL) and is expected to increase the number of microcomputers "on-line" from the current 325 to approximately 550 over the next three years.

The results of computerization are, of course, already being felt in the Assembly. Offices with computer access function more efficiently and deputies and staff have greater access to key legislative data bases. As time goes on and more and more staff become proficient in the use of these new tool, the Assembly can be expected to benefit even more.

The investment of its own funds in information technology over the past four years is but one more indication of the level of the Assembly's commitment to legislative modernization. The Center's role in this area has been to provide outside technical assistance and to help out now and then with key software and equipment.

The PC/LAN system developed by the Legislative Assembly is "user friendly", relatively inexpensive, and highly adaptable to legislative functions. It should be a model for parliaments throughout Latin America.

VI. GOAL: COORDINATION OF MULTI-DONOR FUNDING ACTIVITIES

The final goal of the Center for Democracy's legislative development program was to assist in the coordination of multi-donor contributions to the Legislative Assembly. This effort began in 1991, when the Center accompanied key representatives of the Assembly on a study tour of Europe to acquaint government officials abroad with legislative development efforts in Costa Rica.

1. ACCOMPLISHMENTS:

- a. Advance training in the **methodology of legislative archives** at the Royal Institute of Public Administration, funded by the government of Great Britain (12 legislative staff participated in the six-week program);
- b. One **legislative internship** in the Spanish Parliament and copies of the **Spanish legal code**;
- c. **Technical assistance** in the design and development of an **integrated legislative information system**, funded by the government of Sweden;
- d. **Technical assistance** in planning and development of **bid specifications** for the IDB project described in Section V;
- e. **Technical assistance** and donation of \$61,000 in **computer equipment** by DELL Computer Corporation described in Sections II and IV;
- f. A supplemental **USAID grant** of \$112,011 described in Section V; and
- g. **Proposals for co-funding continuation of the legislative technical assistance program**, which have been presented to the Organization of American States (OAS), the European Community, the Interamerican Development Bank (IDB), the World Bank, and the United Nations (UNDP).

2. OBSERVATIONS:

The Legislative Assembly of Costa Rica is committed to continuing its legislative development program. The Modernization Committee will continue to direct activities designed to make the Assembly more efficient and more effective. The education and training activities developed by the Center for Democracy over the past few years will be absorbed by the Assembly's Department of Human Resources which is now both adequately funded and fully capable of implementation. Outside assistance will be sought to continue the Master's Program in Legislative Studies and an effort will be made to involve legislative staff from other Central American Parliaments.

The Assembly is currently seeking co-funding to maintain PRODEL's legislative technical assistance program at its current level of operation. This program has been especially productive and is very popular with Deputies and staff.

Though there are certainly no guarantees, officials with the OAS, IDB and UNDP have indicated interest and solicited project proposals, which have been delivered; so the prospects for continued co-funding appear bright. But, even in the event that no outside funding is found, the Legislative Directorate has indicated its commitment to take PRODEL "in-house" making it a part of either a part of the Department of Technical Services or establishing it as a CRS-type service within the Assembly's Legislative Library.

VI. LESSONS LEARNED

1. Legislators and staff should be involved in the development of an initial **comprehensive needs assessment**.
2. The parliament should agree to **"institutionalize"** the legislative development process by establishing or assigning a **permanent, multi-partisan commission of legislators** to oversee all modernization efforts. This commission should include a representative of the ruling body of the legislature, so as to always have an "advocate" in that important leadership group.
3. The multi-partisan commission in charge of institutional development, should adopt an **annual work plan** and agree to make decisions **only on the basis of consensus**.
4. The principal funding entity should require that parliament provide a **"matching"** contribution for all projects undertaken, but should be flexible in setting the "match" percentage and in allowing the multi-partisan commission to set its own priorities within the broad guidelines of eligible activities.
5. Great care should be taken to maintain **balance between political parties** in all activities, especially those involving education/training opportunities, participation in seminars and conferences, and the development of publications.
6. In implementation of the annual work plan and in the provision of technical assistance, the program should be guided by a small, "politically balanced" **executive committee** of respected former legislators and staff.
7. The program should undertake only those activities specifically **approved in advance** by the multi-partisan commission of legislators.
8. Program offices should be close to, but **separate** from the parliament.
9. The program should **complement and not compete** with existing staff. Every effort should be made to involve, communicate, and coordinate activities with the Parliament's permanent legislative and administrative staff.

10. An effort should be made to institutionalize specialized technical assistance, education and training programs, and development of publications, by creating a strong and permanent **linkage between the parliament and a major university or universities**. Wherever possible, university experts and students should be given the opportunity to participate in the program, but always under the supervision of the program's executive committee of experienced legislative experts.
11. All parties should remember that making **public policy is the responsibility of duly-elected legislators**. Everyone else should focus on making sure that the legislators' decisions are based on the best information available and that the legislative institution and process are functioning as efficiently and effectively as possible.

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Appendix 1

Seminars, Workshops and Conferences

Date	Activity	Participants	Hours
May, 1993	Conference: "Annual Work Plan"	50 Deputies, Staff, International Agencies	8
October, 1993	Workshop: "INCAE Diagnostic"	63 Deputies and Staff	8
January, 1994	Workshop: "Legislative Briefs"	30 Department of Technical Services Staff	8
April, 1994	New Deputy Orientation	24 PUSC Deputies, 28 PLN Deputies	8
May, 1994	Workshop: "Legislative Procedures"	28 PLN Legislative Staff	8
June, 1994	Workshop: "Techniques of Negotiation"	55 Party Legislative Staff	8
June, 1994	Workshop: "Legislative Oversight"	22 PUSC Legislative Staff	8
June, 1994	Workshop: "Organizational Climate"	26 Department of Human Resources Staff	8
July, 1994	Workshop: "Legislative Secretary"	63 Secretaries to Deputies	5
September, 1994	Seminar: "Legislative Techniques"	92 Legislative and Executive Staff	8
September, 1994	Seminar: "In Search of a New Local Government"	128 Legislative and Municipal Staff, UCR, IFAM and International Agencies	10
October, 1994	Seminar: "Free Trade Agreement"	160 Legislative, UCR, Planning Ministry and Customs Staff	8
November, 1994	Seminar: "Legislative Liaison"	53 Legislative and Executive Staff	8
December, 1994	Workshop: "Strategic Plan of Development"	60 Legislative Staff	8
	Totals	854 participants	7123 hours

Seminars, Workshops and Conferences

Date	Activity	Participants	Hours
March, 1995	Workshop: "Evaluation of the Department of Technical Services"	40 Advisors to the Department of Technical Services	8
March, 1995	Seminar: "Forum on Penal System"	120 Deputies, Legislative Staff and General Public. Cosponsored with National Commission for the Improvement of Justice Administration	16
April, 1995	Seminar: "Intellectual Property Rights"	170 Deputies, Legislative Staff, Public and Private Sector	16
May, 1995	Conference: "Ethics in Public Service"	25 Legislative Advisors and Administrative Staff of the Assembly	3
June, 1995	Conference: "Central American Interparliamentary of Women's Commissions"	18 Deputies belonging to Women's Commissions in each Central American Parliament	24
June, 1995	Conference: "Ethics and Government: The Role of Corruption"	55 Aids and Administrative Staff of the Legislative Assembly	3
August, 1995	Workshop: "Evaluation of the Department of Parliamentary Services"	40 Employees of the Department of Parliamentary Services	8
August, 1995	Workshop: "Evaluation of the Department of the Legislative Library"	35 Staff Members of the Legislative Library	8
August, 1995	Workshop: "Security Measures in the Legislative Assembly"	35 Security Staff Members, 14 Department Directors, 15 Legislative Advisors and 12 Deputies	24
September, 1995	Legislative Oversight	25 Staff Members of the Department of Technical Services	5
November, 1995	The Director's Role in Intelligence Organizations: A Psychological Focus	20 Department Directors of the Legislative Assembly	8
	Totals	454 participants	8341 hours

APENDICE 4

SOLICITUDES A PRODEL Al 4 de marzo de 1996

N°	Fecha de Aprobación	Solicitante (s)	Tipo Asistencia y Tema	Estado de Trámite	Partido Político
1	Nov. 10, 1994	Humberto Fuentes Hernán Fournier Ricardo Garrón	Anteproyecto de ley: Liquidación del Fondo Nacional de Contingencias Agrícolas	Entregado: Ene. 24, 1995 Consultor: Manuel Amador	PLN PUSC PLN
2	Nov. 10, 1994	Walter Coto	Investigación: Vigencia y Cambios en la Escogencia de Candidatos a Diputado y Elección de Diputados	Entregado: May. 15, 1995 Consultor: Oscar Fernández	PLN
3	Nov. 10, 1994	Walter Coto Ottón Solís	Anteproyecto de ley: Código de Ética en la Función Pública	Entregado: Set. 8, 1995 Consultora: Marina Ramírez	PLN PLN
4	Nov. 10, 1994	Walter Coto Ottón Solís	Seminario: Ética en la Función Pública	2 Jornadas: Mayo y Junio 1995	PLN PLN
5	Nov. 10, 1994	Walter Coto	Seminario: Reformas Electorales	Seminario se pospuso a petición del Diputado solicitante.	PLN
6	Dic. 05, 1994	Gerardo Trejos	Anteproyecto de ley: Reformas al Capítulo de Adopción del Código de Familia	Entregado: Feb. 24, 1995 Consultora: Marina Ramírez	PFD
7	Dic. 05, 1994	María Lydia Sánchez	Anteproyecto de ley: Reformas para Garantizar la Seguridad de los Menores	Entregado: Mar. 13, 1995 Consultora: Marina Ramírez	PLN
8	Dic. 05, 1994	Sandra Píszk F.	Anteproyecto de ley: Ley de Accionariado Universal - Modelo Institucional de la Empresa	Entregado: Mar. 21, 1995 Consultor: Roberto Tovar	PLN
9	Ene. 26, 1995	Antonio Álvarez Constantino Urcuyo	Anteproyecto de ley: Propiedad Intelectual	Entregada propuesta inicial: Sep. 18, 1995 Entrega final: Marzo 1996 Consultores: Carlos M. Echeverría, Silvia Salazar	PLN PUSC
10	Ene. 26, 1995	Antonio Álvarez Constantino Urcuyo	Seminario: Propiedad Intelectual	Jornadas 20 y 21 de Abril 1995	PLN PUSC
11	Ene. 26, 1995	Mary Albán López	Anteproyecto de ley: Marco Legal de Apoyo e Incentivos para los Artistas Costarricenses	Entregado: Ago. 3, 1995 Consultora: Marta Vinocour	PUSC

N°	Fecha de Aprobación	Solicitante (s)	Tipo Asistencia y Tema	Estado de Trámite	Partido Político
12	Ene. 26, 1995	Mary Albán López	Antecedentes: Equiparación de Salarios de los Educadores	Entregado: Abr. 3, 1995	PUSC
13	Feb. 20, 1995	Victor Hugo Nuñez	Anteproyecto de ley: Ley de Protección al Empresario Agrario	Entregado: Feb. 1, 1996 Consultor: Enrique Ulate	PAN
14	Feb. 20, 1995	Victor Hugo Nuñez	Seminario: Revisión a la Ley de Tierras y Colonización	Actividad cancelada	PAN
15	Feb. 20, 1995	Hernán Fournier	Anteproyecto de ley: Técnicas de Reproducción Asistida	Entregado: Ene. 10, 1996 Consultor: Pedro Beirute	PUSC
16	Feb. 20, 1995	Hernán Fournier	Anteproyecto: Ley para el Tratamiento de los Desechos Sólidos en Costa Rica	Entregado: Ago. 7, 1995 Consultor: Bernardo Méndez	PUSC
17	Feb. 20, 1995	Orlando González	Anteproyecto de ley: Ley de Ordenamiento Territorial	Entrega: Mar. 15, 1996 Consultora: Silvia Chaves	PUSC
18	Abr. 03, 1995	Bernardo Benavides Sandra Pizsk	Anteproyecto de ley: Plan Nacional de Inversión Pública	Entregado: Ago. 3, 1995 Consultor: Alan Thompson	PUSC PLN
19	Abr. 03, 1995	Rodrigo Gutiérrez	Anteproyecto de ley: Ley General del VIH-SIDA	Entregado: Set. 25, 1995 Consultor: Carlos Valerio	PFD
20	Jun. 12, 1995	Rodrigo Gutiérrez	Anteproyecto de ley: Ley General de Empresas Mixtas	Entrega: Marzo 1996 Consultor: por determinarse	PFD
21	Jun. 12, 1995	Mary Albán Carmen Valverde	Publicación: El Género y la Ley: Metodología para hacer análisis de género en las leyes	Entrega: Marzo 1996 Consultoras: Roxana Arroyo, Ana Elena Obando	PUSC PLN
22	Jun. 12, 1995	Elsie Corrales	Seminario: Fertilización In Vitro	Actividad cancelada a petición de la Diputada solicitante	PUSC
23	Jun. 12, 1995	Elsie Corrales	Publicación: El Impacto Ambiental de la Ley	Contratación del consultor en proceso	PUSC
24	Jun. 12, 1995	Hernán Fournier	Anteproyecto de ley: Ley General de Telecomunicaciones	Entregado: Feb. 29, 1996 Consultor: Alejandro Lara	PUSC
25	Jun. 26, 1995	Elsie Corrales	Anteproyecto de ley: Parque Nacional sobre la ribera del Río San Juan	Contratación del consultor en proceso	PUSC

Nº	Fecha de Aprobación	Solicitante (s)	Tipo Asistencia y Tema	Estado de Trámite	Partido Político
26	Jun. 26, 1995	Constantino Urcuyo	Publicación: Presidencialismo y Parlamentarismo	Estudio de antecedentes en proceso	PUSC
27	Jun. 26, 1995	Mario Carazo	Antecedentes: Ley General de Adicciones	Presentación al Diputado solicitante pendiente	PUSC
28	Ago. 7, 1995	Carmen Valverde	Antecedentes: Los Delitos Contra La Seguridad Común, Delitos Contra la Autoridad Pública y Delitos Contra los Deberes de la Función Pública	Entregado: Feb. 1, 1996	PLN
29	Ago. 7, 1995	Carmen Valverde	Antecedentes: Recopilación de todas las leyes especiales vigentes en nuestro país que contengan contravenciones	Estudio de antecedentes en proceso	PLN
30	Ago. 7, 1995	Antonio Alvarez	Publicación: Constitución Política de la República de Costa Rica Anotada y Concordada	Entrega: Marzo 1996	PLN
31	Ago. 7, 1995	Alberto Cañas Ricardo Garrón	Anteproyecto de ley: Proyecto para evitar las prácticas de competencia desleal	Entrega: Marzo 1996 Consultores: Juan M. Villasuso, Guillermo Zufiiga	PLN PLN
32	Oct. 30, 1995	Gerardo Araya	Antecedentes: Reforma a la Ley Forestal	Entregado: Feb. 12, 1996	PUSC
33	Oct. 30, 1995	Carmen Valverde	Antecedentes: El Delito Ecológico	Entregado: Nov. 23, 1995	PLN
34	Oct. 30, 1995	Hernán Fournier	Anteproyecto de ley: Código Procesal de Familia	Contratación del consultor en proceso	PUSC
35	Oct. 30, 1995	Gerardo Araya	Anteproyecto de ley: Pensiones de los Diputados	Contratación del consultor en proceso	PUSC
36	Oct. 30, 1995	Luis A. Román	Anteproyecto de ley: Código Regulador del Transporte Público	Contratación del consultor en proceso	PLN
37	Oct. 30, 1995	Mary Albán Carmen Valverde	Anteproyecto de ley: Eliminación del Lenguaje Sexista de la Constitución Política	Entrega: Marzo 1996 Consultora: Yolanda Ingianna	PUSC PLN
38	Oct. 30, 1995	Rodolfo Méndez	Anteproyecto de ley: Reforma administrativa del Sistema Aeroportuario	Entrega: Marzo 1996 Consultor: Juan Mena	PUSC

N°	Fecha de Aprobación	Solicitante (s)	Tipo Asistencia y Tema	Estado de Trámite	Partido Político
39	Oct. 30, 1995	Ricardo Garrón	Anteproyecto de ley: Ley Marco de Colegios Profesionales	Contratación del consultor en proceso	PLN
40	*	Rodrigo Gutiérrez	Anteproyecto de ley: Legislación de Medios de Comunicación	Estudio de antecedentes en proceso	PFD
41	*	Manuel Barrantes	Anteproyecto de ley: Ley General de Juegos de Azar	Estudio de antecedentes en proceso	PLN
42	*	Gerardo Araya	Investigación: Utilización del plástico en la industria de Costa Rica	Estudio de antecedentes en proceso	PUSC
43	*	Gerardo Araya	Anteproyecto de ley: Reformas a las Leyes Tributarias	Estudio de antecedentes en proceso	PUSC
44	*	Rafael Villalta	Anteproyecto de ley: Ley General de Desarrollo Social	Estudio de antecedentes en proceso	PUSC
45	*	Anabella Díez	Anteproyecto de ley: Financiamiento para la Creación de Casa-hogares para Adolescentes	Estudio de antecedentes en proceso	PUSC
46	*	Bernardo Benavides	Anteproyecto de ley: Regulación de Organizaciones No Gubernamentales	Estudio de antecedentes en proceso	PUSC
47	*	Ricardo Garrón	Investigación: Regulación de la Pronografía Vía Telefónica (líneas calientes)	Estudio de antecedentes en proceso	PLN
48	*	Hernán Bravo	Anteproyecto de ley: Regulación de las Empresas Privadas de Seguridad	Estudio de antecedentes en proceso	PUSC

*Solicitudes por ser aprobadas por la Comisión de Modernización

ESTADISTICAS
Al 4 de marzo de 1996

Anteproyectos de ley solicitados	30	63%
Investigaciones solicitadas	3	6%
Estudios de antecedentes solicitados	6	13%
Seminarios solicitados	5	10%
Publicaciones solicitadas	4	8%
TOTAL DE SOLICITUDES	48	100%

Solicitantes del PLN	11	41%
Solicitantes del PUSC	13	48%
Solicitantes del PAN	1	4%
Solicitantes del PUAC	0	0
Solicitantes del PFD	2	7%
TOTAL DE SOLICITANTES	27	100%

Appendix 5

Computer Training

Date	Training	Participants	Hours
April, 1993	Image Systems	12 Department of Records Staff and 7 Department of Information Staff	20
November, 1993	INTERNET	1 Library Staff Member and 1 Department of Information Staff Member	24
April, 1994	INTERNET	2 Library Staff Members	12
June, 1994	INTERNET	2 Library Staff Members	12
June / July, 1994	Word for Windows	200 New Staff Members of the Assembly	32
November, 1994	INTERNET	12 Department of Information Staff	24
November / December, 1995	INTERNET	10 Legislative Assembly Staff	20
February, 1996	EXCEL 5.0 for Windows	10 Legislative Assembly Staff	20
February, 1996	Oracle Tools	3 Department of Information Staff	104
February, 1996	Administration of Data Bases, Part II	2 Department of Information Staff	40
March, 1996	Administration of the Red INTERNET	10 Department of Information Staff	16
Totals		272 participants	816 hours